



# **2016 Fire Department Instructors Conference (FDIC)**



**Department of Code Enforcement**  
Information Packet

**April 17<sup>th</sup> – April 23<sup>rd</sup>**

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# Summary

Section 986-201 of the Revised Code of the Consolidated City of Indianapolis states, “notwithstanding any other provision of this Code, the following activity shall be permitted within the special event zone boundaries during a civic sponsored special event, provided that a limited duration license is first issued by the bureau of license and permit services.”

This packet provides a brief summary of activities affected by the implemented clean zones that may necessitate Limited Duration Licenses (LDL). A LDL, defined by section 986-101 of the Revised Code of the Consolidated City of Indianapolis, is “a license issued by the bureau of license and permit services for a limited time frame within a defined area and for certain activities as authorized by this chapter.”

LDLs are subject to review by the Event Sponsor and required for any of the following activity, unless noted otherwise in this packet:

- Temporary Vending
- Sampling
- Temporary Signs
- Temporary Structures
- Currently Licensed Activity (where applicable)
- Use of Previously Vacant Structures
- Mobile Wireless Facilities

Additionally, a clean zone timeline, a map of the clean zone, frequently asked questions, and contact information for both the Department of Code Enforcement is provided within this packet.

A copy of [Chapter 986](#) of the Revised Code is posted on the Special Events website: <http://www.indy.gov/specialevents>.

For questions and information, please contact the Department of Code Enforcement Bureau of License and Permit Services via email at [specialevents@indy.gov](mailto:specialevents@indy.gov) or telephone at (317) 327-4316.

Please be advised that all information included in this packet is provided for informational purposes and may be subject to change. Changes and modifications will be posted on the special events [website](#).

## Relevant Dates

### March 17

Distribution of Clean Zone Information Packet

Department of Code Enforcement (“DCE”) begins accepting applications for all Limited Duration Licenses (“LDLs”)

Spaces within existing buildings that are vacant on this date are required to obtain a LDL prior to occupancy

### April 13

Final day to submit temporary structure LDL applications and structural permit applications to DCE to ensure proper processing for the temporary activity period

Final day to submit LDL applications to DCE for:

- Vending
- Sampling
- Signs
- Temporary Structures
- Mobile Wireless Facilities

Initial day that licensed temporary signs may be erected

Initial day that licensed mobile wireless facilities may be erected

Construction of licensed temporary and permitted temporary structures may begin

### April 17

**Event activity period begins; Clean Zone requirement are in effect**

Initial time that licensed temporary vending may begin

Initial time that licensed sampling may begin

### April 23

**Event activity period ends. All temporary licensed activity must cease**  
(including, but not limited to, occupancy of temporary structures)

### April 26

All licensed temporary structures must be completely removed

Licensed temporary signs must be completely removed

Licensed mobile wireless facilities must be completely removed

# Activity Specific Information

## Cart Vendors

Currently licensed Cart Vendors must remain in their annually designated cart vendor zones. Cart vendors are not required to obtain a LDL as long as they stay within their own zones, even if their zone overlaps with the Clean Zone.

*Any unauthorized cart vendor found operating outside of their annually designated zone is subject to enforcement action from DCE inspectors and IMPD.*

## Food and Merchandise Trucks

No vendor may set up within fifty (50) feet of the Clean Zone boundaries defined on the map below without a LDL and direct approval from the Event Sponsor. Temporary Vending LDLs are \$75.00.

*Any unauthorized vendor found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Downtown Restaurants, Bars, and Hotels

As with previous Civic-Sponsored Special Events, any temporary vending, structures, or signage placed outdoors will require Event Sponsor approval and the issuance of a LDL from the Department of Code Enforcement. The fee for each LDL is \$75.00.

Vending includes, but is not limited to, selling or distributing goods, free or for a cost, directly to the public that is otherwise not permitted within the scope of your license.

*Any unauthorized signage or vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Sidewalk Cafés

This clean zone will not affect day-to-day operations of existing sidewalk cafes; however, there should be no outdoor vending directly from your café to the public.

# Prohibited Activity

## Unapproved Temporary Vending and Sampling

The outdoor sale or distribution of food and/or merchandise that has not been approved by the Event Sponsor, and that has not obtained a Limited Duration License from the Department of Code Enforcement, or that is not associated with a private event in a licensed temporary structure, will be prohibited.

The boring or cutting of any kind into a public way (including but not limited to a street, sidewalk, or alley) as part of a licensed temporary food or merchandise sales operation will be prohibited.

*Any unauthorized vending activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

## Unapproved Signage and Advertising

Mobile advertising signs of any kind shall be prohibited with the exception of IndyGo buses and authorized event buses. Mobile advertising signs include any advertising on or attached to a vehicle, portable device, or person.

Food stands, booths, carts, pedal cabs, trucks and trailers may not contain signage unrelated to that specific vendor and may not be used as mobile advertising instruments or billboards.

Signs located on buildings that are declared unsafe as determined by DCE are prohibited.

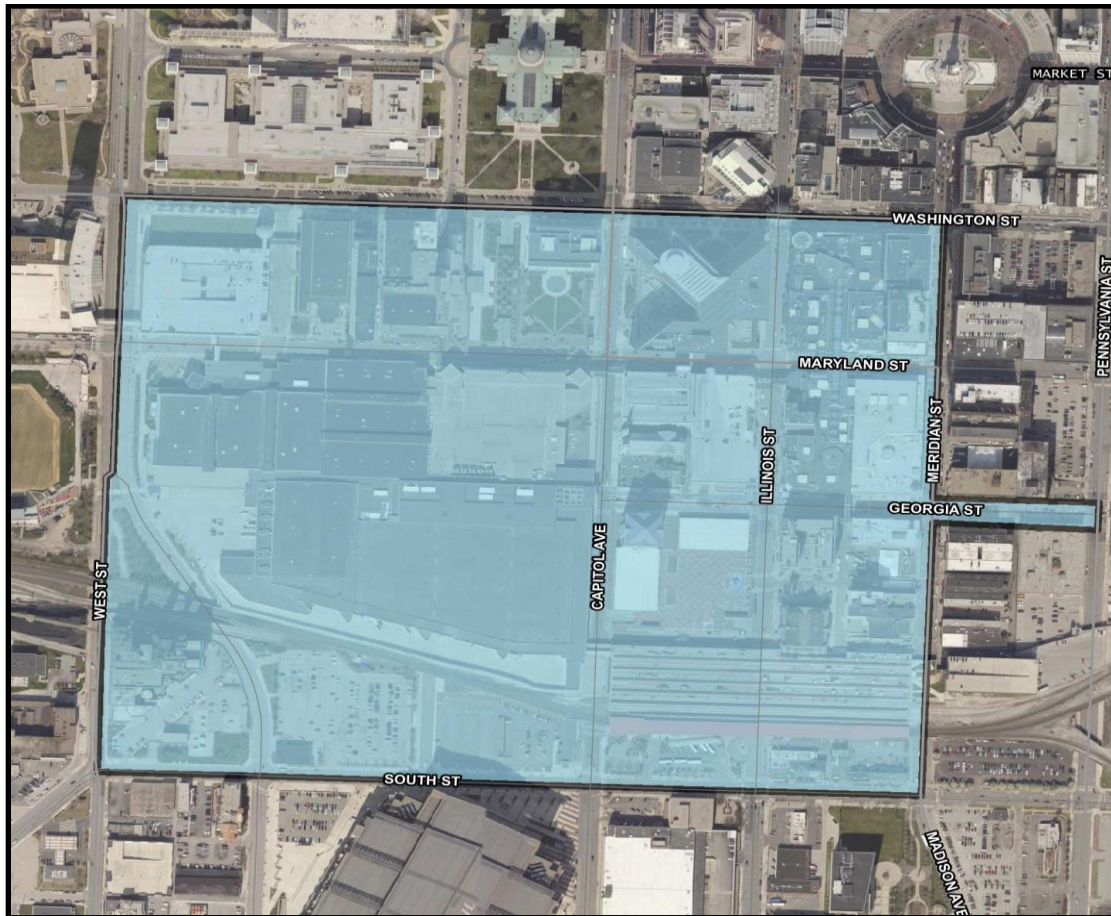
Freestanding signs will be prohibited. For applicants other than the Event Sponsor, only wall signs will be permitted with a Limited Duration License and approval from the Event Sponsor.

*Any unauthorized signage activity found operating within the Clean Zone during the period designated above is subject to enforcement action from DCE inspectors and IMPD.*

# Clean Zone Map

FDIC 2016

April 17<sup>th</sup> 6:00AM – April 23<sup>rd</sup> 9:00PM



## Boundaries

**North-** Washington Street between West Street and Meridian Street

**South-** South Street between West Street and Meridian Street

**East-** Meridian Street between Washington Street and South Street

**West-** West Street between Washington Street and South Street



# Frequently Asked Questions (FAQs)

## **Q: What is the Clean Zone?**

**A:** The Clean Zone is a geographically defined area where an event sponsor has the ability to approve temporary activity based upon the content or type of such activity. This approval is limited to temporary activity and decisions are made in conjunction with the City of Indianapolis to ensure that the interests of residents and neighbors are balanced with those of the event.

## **Q: How will my existing business operation be affected by the Clean Zone?**

**A:** All lawful, existing business operations not engaging in temporary activity will not be affected by a special event or creation of a Clean Zone. If you wish to make an improvement during this period that is not temporary, you will have to use the typical process to obtain permits, Regional Center approval, etc.

## **Q: If I am erecting a temporary structure that has advertising signs or mobile food set up within it, do I need to obtain multiple LDLs?**

**A:** Yes, a separate LDL application, fee, and approval are required for each type of temporary activity. For example, a tent that has a large advertisement imprinted on its roof would require a LDL for the temporary structure and the temporary sign. If the tent were to sell food or beverages, a LDL would be necessary for the temporary vending.

## **Q: Where should I go to apply for a LDL?**

**A:** LDL applications can be found at [www.indy.gov/specialevent](http://www.indy.gov/specialevent). Applications for a LDL can be returned via email to [specialevents@indy.gov](mailto:specialevents@indy.gov), in person, or mailed to the Department of Code Enforcement, located at 1200 Madison Avenue, Suite 100, Indianapolis, Indiana 46225-1616.

## **Q: How do I pay for a LDL?**

**A:** Payments are not required at the time the application is submitted; however, you may include a check made payable to the 'City of Indianapolis' if desired. Otherwise, once your application is processed you will receive an email with online payment instructions. Most LDLs are \$75.00. LDLs that require a bond or inspection are \$139.00.



## Contact Information



# City of Indianapolis

## Department of Code Enforcement

1200 Madison Ave, Suite 100  
Indianapolis, IN 46225  
(317) 327-4316 (P) | (317) 327-0817 (F)  
[specialevents@indy.gov](mailto:specialevents@indy.gov) | <http://www.indy.gov/specialevents>



## Visit Indy

### Local Host of FDIC

200 S Capitol Ave, Suite 300  
Indianapolis, IN 46225  
(317) 262-3000 (P)  
<http://www.visitindy.com>